Agenda Item No 7
Cabinet
10 February 2022

Title: Housing Revenue Account (HRA) Budget 2022/23 and Housing Rents Setting Report

Lead Officer: Lisa Barker, Victoria Bamber & Andrew Rollins
Portfolio Holder: Councillor Matecki
Wards of the District directly affected: All

Summary

The report informs Members on the Council's financial position for the Housing revenue Account, bringing together the latest and original Budgets for 2021/22 and 2022/23. It follows on from the HRA Business plan approved by members in December 2021. The report presents a balanced budget for 2022/23.

The report makes recommendations to members in respect of Council tenant housing rents, garage rents and other HRA charges for 2022/23.

Recommendation(s)

(1) That Cabinet recommends to Council to approve the proposed increase to rents for all tenanted dwellings (excluding shared ownership) for 2022/23 in line with National Rent Policy, as detailed in section 1.1.

(2) That Cabinet recommends to Council to note the HRA Social dwelling rents for all new tenancies created in 2022/23 continue to be set at Target Social (Formula) Rent for Social rent properties.

(3) That Cabinet recommends to Council to note that the HRA Affordable dwelling rents for all new tenancies created in 2022/23 continue to be set at the standard National Affordable rent level.

(4) That Cabinet recommends to Council to note that any new shared ownership tenancies will continue to adopt lease agreements based on the existing Housing & Communities Agency (HCA) template lease with rents increased by RPI + 0.5% annually.

(5) That Cabinet recommends to Council to approve that garage rents for 2022/23 continue to be increased by 10% per year, as detailed in section 1.4

(6) That Cabinet recommends to Council to approve the proposed changes to the 2021/22 budget as detailed in section 1.5.5.

(7) That Cabinet recommends to Council to approve the proposed 2022/23 revenue budget, as detailed in section 1.6.2.

(8) That Cabinet recommends to Council to note the Sheltered Housing Heating, Water and Lighting recharges for 2022/23, set to achieve full cost recovery (Appendix 4).

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1 Background/Information

1.1 Social Rent Setting and National Rent Policy

1.1.1 From April 2020, a new national rent policy came into effect, which included the ability for Councils to increase rents annually by up to CPI (at September) +

1% per annum. The Council will increase rents for Social and Affordable rent dwellings by CPI at September 2021 which was 3.1% +1% with the total rent increase being 4.1% from April 2022.

1.1.2 Details of current rents and those proposed because of these recommendations are set out in Appendix 1. It is noted that from April 2016 Target Formula rents are applied when a dwelling becomes void and re-let, existing tenancies prior to this policy change continue under the historic rent regime with inflation linked in line with national rent policy. Appendix 1 contains the average rents for both Target Formula Rent and Historic Rent policy dwellings.

1.1.3 A comparison of the Councils proposed 2022/23 rents to Local Market Rents, National Formula Rent Caps and Local Housing Allowance Rents is set out in Appendix 2. The Councils Social Rents are 41% lower than the Local Average Weekly Market Rent. This means that the Council's housing service reduces the cost of living for tenants, allowing more money to be spent in the wider economy and reducing the social welfare costs of helping lower income tenants afford their rent.

1.1.4 From April 2016 landlords were permitted to set the base rent as the Target Social Rent (also known as Target Formula Rent) for new tenancies. In the Councils case this represented a small increase over the social rent charged for tenanted properties and was projected to increase rental income in total by around £6,000 in 2021/22. These tenancies are subject to agreed rental policy to comply with the Welfare Reform and Work Bill 2016.

1.1.5 The Council adopted the policy to introduce Target Formula Social Rents on new tenancies issued upon a dwelling becoming void and re-let. This phased approach equates to approximately 400 dwellings per year transferring from the social prior rent policy to Target Formula Rents. Existing tenancies commencing prior to April 2016 will remain on the prior rent policy with rents being inflated by CPI+1 in line with Target Social Rents Dwellings.

1.2 New Affordable Housing Tenancies

1.2.1 New Affordable Housing Tenancies within the HRA will continue to have their rents set in line with the National Affordable Housing Rate which is 80% of the Local Market Rent in line with planning permission and grant approvals from Homes England.

1.2.2 Existing Affordable Housing tenancies will continue to pay 'Warwick Affordable' rents for the remainder of their tenancy to ensure there are no negative financial implications for existing tenants.

1.2.3 Affordable rents and 'Warwick Affordable' rents are inflated in line with national rent policy at CPI (at September) + 1%. CPI at September was 3.1% and so with the total rent increase is 4.1% from April 2022. This change was noted in the HRA Business Plan projections approved by Cabinet in December 2021.

1.3 Shared Ownership

1.3.1 The Council currently owns 24 Shared Ownership Dwellings at the time of writing this report. Shared owners purchase a % of the property from the Council and are required to pay rent on the proportion of their home which they do not own.

1.3.2 The shared ownership properties' rent increases are not governed by national rent Policy, but the Council adopted the Homes England (previously the Homes and Communities Agency - HCA) template lease agreement which includes a schedule on rent reviews. Schedule 4 of the lease agreement determines that the rent will be increased by RPI (at November) + 0.5% from April each financial year.

1.3.3 RPI at November 2021 was 7.1% +0.5% with the total rent increase being 7.6% from April 2022. This is a 6.2% increase in comparison to November 2021 when it was 0.9%+0.5% totalling 1.4%.

1.3.4 The Council will continue to use lease agreements based on the existing Housing & Communities Agency (HCA) template lease for all new shared ownership tenancies.

1.4 Garage Rents

1.4.1 Garage rent increases are not governed by national guidance although in recent years' consideration has been made in regard to the level of increase applied to the garages. In 2020/21 as part of the HRA Rent Setting Report, Cabinet approved garage rents to be increased by 10% per year over a 5-year period with following years being inflated by CPI. The Council does not have a formal policy for the setting of rents for garages, but the points below contributed to the decision to increase the rents:

1.4.2 Two different rent charges apply to garages depending upon whether the renter is an existing WDC tenant or not. There are also parking spaces and cycle sheds which are charged for

1.4.3 Market Research shows that in the private sector, garages are being marketed in the district with rents ranging from £40-£85 per month (local market valuations last reviewed January 2021). The average monthly rent for a Council garage is currently £46.71.

1.4.4 Demand for garages fluctuates with some sites having waiting lists whereas there are vacancies on others. This affects the overall rent received value.

1.4.5 At the time of writing this report 32% of the total garage stock is void at the time of writing this report, worth approximately £324,200 in potential income in a 12-month period. Work to review each site to potentially reduce the level of voids and possibly attract additional income is in progress.

1.4.6 The Garage Rents have increased by 10% per year from April 2021. For 2022/23, a tenant's weekly charge will increase on average by £1.08 per week from £10.78 to £11.86. Non-tenants also pay VAT on the charge, so VAT inclusive rates will increase by £1.29 per week, from £12.94 to £14.23. There are a number of Garages of non-conventional size which are charged varying rates, these rents will also be increased by 10%.

1.5 HRA Revenue Budgets 2021/22 latest and 2022/23 base

1.5.1 The Council is required to set a balanced budget for the HRA each year, approving the level of rents and other charges that are levied. The Executive makes recommendations to Council that take into account the base budgets for the HRA and current Government guidance on national rent policy.

1.5.2 Appendix 3 summarises the adjustments from 2021/22 base budgets to the 2021/22 latest budgets and 2022/23 base budgets.

1.5.3 The Housing Investment Programme (HIP) is presented as part of the separate February 2022 report 'Revenue and Capital Budget 2022/23'. The recommendations will enable the proposed latest HIP to be delivered and contribute available resources to the HRA Capital Investment Reserve for future development whilst maintaining a minimum working balance on the HRA of at least £1.5m in line with Council policy.

1.5.4 The dwelling rents have been adjusted to take account of the loss of rent resulting from actual and anticipated changes in property numbers and changes based on the number of actual and forecast Right-To-Buy sales and acquisitions.

1.5.5 The following table summarises the figures in Appendix 3 and shows how the latest 2021/22 HRA budget has been calculated and how this has changed from the original 2021/22 approved budget:

	£
Original Approved Net HRA Operational Income Surplus 2021/22	**(7,762,600)**
Net Increase in Expenditure	570,300
Net Increase in Income	0
Latest Net HRA Surplus 2021/22	**(7,192,300)**

1.5.6 Key drivers of the increase in Expenditure budgets include:

- A Painting & Decorating Earmarked Reserve Request due to Covid-19 Pandemic related delayed works needing to be completed in the following year which temporarily increased the budget for one financial year. The EMR was approved as part of the Councils Financial Year End Report in August 2022.

1.5.7 As a result of the above variations to the 2021/22 HRA budgets, the forecast contribution to the HRA Capital Investment Reserve for the year will be £2.797m.

1.6 HRA Revenue Budgets 2022/23 base

1.6.1 In determining the 2022/23 Base Budget, the over-riding principle is to budget for the continuation of services at the agreed level. The following adjustments need to be made to the 2021/22 Original Budgets:

- Removal of any one-off and temporary items
- Addition of inflation (contractual services and pay only)
- Addition of previously agreed growth items
- Addition of unavoidable growth items
- Inclusion of any identified savings

1.6.2 The table below summarises the figures in Appendix 3 and shows how the 2022/23 HRA base budget has been calculated.

	£
Original Approved Net HRA Surplus 2021/22	**(7,762,600)**
Net Increase in Expenditure	240,100
Net Increase in Income	(1,272,900)
Original Net HRA Surplus 2022/23	**(8,795,400)**

1.6.3 Key drivers of the change in Expenditure budgets include:

- A net increase in Expenditure from General Supervision & Management of £240,100 consisting of:
  - Reduction in Housing Repairs Supervision Costs (-£95,100)
  - Increase in Supplies and Services & Bad Debt Provision due to increase Covid-19 related arrears (+£8,600)

- Increased Supervision and Management Costs linked with Salary inflation (£326,600)
- A £1,272,900 increase of HRA dwelling and Garage rents as per Rent Policy and Inflation.

1.6.4 A number of assumptions have been made in setting the budgets for 2022/23.

1.6.4.1 Inflation of 2% has been applied to general budgets.

1.6.4.2 Rents - The base rent budget in this report is a baseline calculated from the rental assumptions presented in the 2022 HRA Business Plan and as noted in paragraphs 2-2.7 above.

1.6.4.3 Growth / Income Reductions from Unavoidable and previously committed growth have been included in the Base Budget.

1.6.4.4 HRA Capital Investment Reserve - Any HRA operational surplus above the amount required to maintain the appropriate HRA working balance of £1.5m is transferred into the HRA Capital Investment Reserve to be used on future HRA capital projects. The 2022/23 Base Budget allows for a £4,220m contribution to the reserve.

1.6.4.5 Notional Interest has been charged to the HRA within the Capital Charges. This represents the cost of tying up resources in the asset. This has been charged against HRA garages and shops at their Existing Use Value (EUV). HRA housing has not been included in this calculation due to the assured nature of tenancies, restricting the council's ability to sell occupied housing assets.

1.7 Sheltered Housing Heating, Water and Lighting recharges for 2022/23

1.8 Costs for electricity, gas, water, and laundry facilities are provided at some sheltered housing schemes and are recovered as a weekly charge. These utility charges are not eligible for Housing Benefit. Tenants are notified of these charges at the same time as the annual rent increase. Appendix 4 contains the charges for 2022/23 which will commence on the 1st April 2022.

1.8.1 A policy of full cost recovery was adopted in the report to Cabinet "Heating, Lighting and Water Charges 2018/19 – Council Tenants' on 7th February 2018." Recharges are levied to recover costs of electricity, gas, and water supply usage to individual properties within one of the sheltered and the 5 very sheltered housing schemes.

1.8.2 The costs of maintaining communal laundry facilities are also recharged at those sites benefitting from these facilities under the heading of miscellaneous charges.

1.8.3 Utility costs are reviewed in line with Council contracts to ensure affordability. The gas and electricity used to deliver communal heating and lighting is supplied under the provisions of the Council's energy supply contracts. Other measures such as installing Photovoltaic cells (solar panels) at James Court, Tannery Court and Yeomanry Court in April 2012 assist with reducing tenant's costs with the electricity generated reducing consumption from the national grid.

1.8.4 The charges necessary to fully recover costs for electricity, gas, water, and laundry facilities in 2022/23 are calculated annually from average consumption over the last three years, updated for current costs, average void levels and adjusted for one third of any over-recover or under-recovery in previous years. The use of an average ensures that seasonal and yearly variations are reflected in the calculation.

1.8.5 The total cost to the Council in 2021/22 has been calculated at £171,200 for Electricity, Heating, Lighting and Laundry and £34,400 or Water which has been included in the Independent Living Service Charges budget in Appendix 3. This will be recovered by being recharged to the tenants of applicable Sheltered Housing Schemes with the service charges being itemised on Appendix 4.

2 Alternative Options available to Cabinet

2.1 The purpose of this report is to produce budgets as determined under the requirements of the Financial Strategy, in line with current Council policies. Any alternative strategies will be the subject of separate reports.

2.2 **Garage Rents** - The Council has discretion over the setting of Garage rents. It would be possible to set Garage rents higher than those proposed to maximise income; however significantly higher rents may make Garages harder to let and so reduce income. Similarly, rents could also be reduced but this would reduce income to the HRA Budget when it is needed.

2.3 **Dwellings** - The Council does have the discretion to decrease rents for existing tenants. However, following the negative impact of the previous rent policy of a four-year fixed 1% rental income reduction and the negative impact of the Covid-19 Pandemic; any decreases would further reduce the level of income for the HRA, which in turn could impact upon the viability of future projects and business requirements.

2.4 **Shared Ownership** - The Council does not have the discretion to change the rent schedule for existing shared ownership dwellings, which is determined by the existing terms of the lease.

3 Consultation and Member’s comments

3.1 Include any comments received in response to the consultation on the report.

4 Implications of the proposal

4.1 Legal/Human Rights Implications

4.1.1 The proposals are in line with current legislation where applicable.

4.2 Financial

4.2.1 The HRA is a key component of the Council’s budget framework and the budgets proposed are in accordance with the long term HRA Business Plan. The gross increased income generated from inflating rents in line with Government Rent Setting Policy in 2022/23 in relation to, Social Rents, Affordable Rents, Shared Ownership Rents, Garage Rents, and service charges is estimated as a total budget growth of £1,272,900 as noted in Appendix 3.

4.2.2 The changes to rents proposed within the report were previously outlined within the latest HRA Business Plan, which was approved by Cabinet in December 2021. Some values underpinning the Business plan will have changed, most notably Shared Ownership rents where the November RPI rate was not yet available and was estimated at the time the Business Plan was written.

4.2.3 The recommended budgets maintain the minimum working balance on the HRA expected under current Council policy, increasing by inflation each year.

4.2.4 The HRA Business Plan will continue to be reviewed throughout 2022/23 to take account of the changes proposed through the budget setting process and outlined within this report, and also subsequent changes to national policy or adjustments needed to reflect changes to existing spending priorities throughout the year.

4.3 **Council Plan**

4.3.1 **People - Effective Staff** - In line with the recent Housing restructure all staff are properly trained, all staff have the appropriate tools. All staff are engaged, empowered, and supported. The right people are in the right job with the right skills and right behaviours.

4.3.2 **Services - Maintain or Improve Services** - The HRA Business plan ensures the model is able to focus on our customers' needs, continuously improve our processes Increase the digital provision of services

4.3.3 **Money - Firm Financial Footing over the Longer Term -** Better return/ use of our assets. Full Cost accounting, continued cost management. Maximized income earning opportunities. Seek best value for money.

The HRA budgets provide the necessary resources to achieve these outcomes which Enable tenants' needs to be met and support improvement of services relating to Council Housing Stock. Setting sufficient budgets and planning for the future ensures the business plan remains viable to meet service provision

A key element of Fit for the Future is ensuring that the Council achieves the required savings to enable it to set a balanced budget whilst maintaining service provision. The Housing Revenue Account is subject to the same regime to ensure efficiency within the service.

4.4 **Environmental/Climate Change Implications**

4.4.1 As part of the HRA repairs, maintenance, replacement and investment work, consideration is given to the Environmental impact. The Council has a work programme for decarbonising the housing stock in response to the Climate Emergency declared by the Council. The Council is focused on delivering Council dwellings and services which enable them to meet their agreed strategic outcomes.

4.5 **Analysis of the effects on Equality**

4.5.1 None

4.6 **Data Protection**

4.6.1 None

4.7 **Health and Wellbeing**

4.7.1 None

5 Risk Assessment

5.1 The Council's Significant Business Risk Register contains several risks which are finance related. Shortage of finance will impact upon the Council's plans for the provision of services. Reduced income or increased expenditure will reduce the funding available. The risks, and appropriate control mechanisms, for the 2022/23 HRA Budget and the rent increase process are considered below.

5.1.1 The main sources of income which may be subject to increases/decreases include:

- Rental income, including increased arrears from Covid-19 pandemic and bad debts (and the impact from the introduction of Universal Credit), void rent loss and Sale of Council Houses (SOCH) through Right to Buy (RTB)
- Service Charges
- Fees and charges
- Investment interest
- Grants

5.1.2 Increased expenditure in service provision may be due to:

- Inflation and price increases for supplies and services
- Increased demand for services increasing costs
- Changes to taxation regime
- Unplanned and unexpected responsive expenditure
- Assumed savings in budgets not materialising
- Changes in Government legislation.

5.1.3 When setting the HRA budget for 2022/23, a sensitivity analysis of assumptions relating to these risks and their potential impact on the budget is as follows:

5.1.3.1 The Covid-19 Pandemic impact on Central and Local Government finances is expected to affect the Economy for the next 3-5 years. There are several potential risks for instance in regard to the Government's ability to continue to support housing development with grants from Homes England and the ability to continue to fund Homelessness initiatives. Central Government's stance on these matters will have to be monitored closely as changes to current arrangements will impact this model negatively.

5.1.3.2 The level of CPI was a lot lower than expected when setting the prior year's 2021/22 rents at 0.5% and the 2022/23 figure of 3.1% is a lot higher than expected due to the impact of Covid-19 on the UK's economy. Prior to these fluctuations an expectation of 1.5%-1.7% prior to the pandemic occurring. A similar impact has been seen with RPI which was is 0.9% in 2021/22 in comparison to the rate being 7.1% in 2022/23. This reduction in inflation rates in the previous financial year resulted in a lesser level of rental income growth in budgets of approximately £312,000 less than was originally expected. This is mitigated for 2022/23 with the increase in Rents budgets of £1,258,800 but If the impact of Covid-19 continues to affect the UK's Economy and these fluctuations continue for 3-5 years it is difficult to anticipate future HRA Income Growth. Pessimistic assumptions have been included in the overall Housing Business Plan and budgets for a contingency measure.

5.1.3.3 COVID-19's ongoing negative financial impact on housing tenants is still unknown. Rent Arrears have increased nationally, and it is expected this will result in bad debts being written off as a result in future financial years. An analysis of the changes in the HRA rent arrears from 2019/20 to 2020/21 was reported in the December HRA Business Plan using an extract from the Council's 2020/21 Financial Statements. Net arrears have increased by £326k which meant the council had to increase its bad debt provision to £385k in the last financial year. A number of approaches have been adopted to reduce the levels of arrears caused by the Covid-19 pandemic and it is anticipated that this is a temporary increase which will return to pre-pandemic levels in due course as the economy recovers. Arrears will be re-assessed regularity and monitored as we progress through the pandemic.

5.1.3.4 The UK's Brexit transition period ended on the 31st December 2020 although Brexit was not expected to immediately impact rents and the Housing business plan there could be impacting circumstances that could affect the UK construction industry such as delays on imported construction supplies being received and European labour losses may result in higher construction labour costs. As these outcomes are very uncertain all housing development schemes will be re-appraised and checked for viability regularly.

5.1.3.5 A 0.5% change in void housing rent loss = £134,800 increase or decrease to rental income.

5.1.3.6 On average the loss of rental income due to RTB sales is £4,900 per property for a full year for each home sold, assuming RTB sales are spread fairly evenly throughout the year.

5.1.3.7 In some circumstances, ex-RTB properties must be offered to the Council in advance of the property being advertised on the market. An annual reoccurring budget of £500,000 has been included in the most recent version of the Housing Investment Plan presented to December 2021 Cabinet as part of the HRA Business Plan Report to enable a modest number of properties to be repurchased each year, mitigating the rental loss upon the longer-term Business Plan. Furthermore, the Council has agreed proposals to build new council housing, effectively replacing those sold through the RTB.

5.1.3.8 The implementation of Universal Credit as a replacement of Housing Benefit has raised an issue whereby every 5-6 years 53 Mondays fall in a financial year, such a year occurred in 2019/20 with the next occurrence being circa 2024/25. This presents an issue as 53 rent debits are raised, rather than the usual 52, which causes issues with tenants in receipt of Universal Credit, which cannot account for a 53-week year effectively leaving the tenant short over the year by 1 weeks rent. This could have impacted up to 780 claimants, with an estimated maximum loss of £70,200 potential income to the HRA during a 53-week year although this loss would not be immediately apparent due to the Councils tenant arrears policy. Universal Credit has still not been fully implemented with a large number of tenants still receiving Housing Benefit. This Department for Work & Pensions' (DWP) 52-week calculation policy has been legally challenged but The High Court ruled on 23 September 2020 that "formulae for converting weekly rents to a monthly value for the purposes of calculating Universal Credit entitlement are neither irrational nor unlawful." The Judge found "that the Universal Credit Regulations were not intended or designed to reimburse a tenant for every penny spent on housing costs but were only intended to provide a contribution towards them". A number of options have been explored to assess if the 52/53-week issue could be resolved but any change would require IT build requirements, additional expenditure, and changes to regulations hence no decision has been made to make a change, although the matter remains under review as part of the 'test and learn' approach to Universal Credit. This ongoing issue will be monitored, the Local Government Association (LGA) are continuing to make representations to both DWP and MHCLG in regard to a long-term solution to this issue.

5.1.4 Were any, or all, of these possibilities to arise the impact could be accommodated within the proposed HRA budget for 2022/23 and HRA Business Plan.

5.2 Many controls and mitigations are in place to help manage these risks. These include:

5.2.1 The comprehensive Budget Review process. This entails all budget managers reviewing their budgets, considering previous, current, and future years, along with any possible issues that may impact upon their budgets. As part of this process, Budget Review reports are issued to the Executive and Senior Management Teams.

5.2.2 Financial Planning with the Housing Business Plan, bringing together all known/projected issues that will impact on HRA finances in the medium and long term.

5.2.3 Financial controls, including the Codes of Financial and Procurement Practice, system controls, reconciliations, audit (internal and external).

5.2.4 Project Management and associated controls.

5.2.5 Trained staff and access to appropriate professional advice (e.g., Legal, Local Government Futures for advice on local government funding and developments in housing).

5.2.6 Scrutiny by Members of the Council's finances, including Budget Reports and the financial implications of all proposals brought to them for consideration.

5.2.7 Maintaining a HRA Capital Investment Reserve (CIR) to fund capital investment, such as providing new homes, and to fund any unexpected HRA costs.

5.2.8 In addition to Reserves, the HRA Balance stands at £1.5m. This is available to accommodate any unplanned expenditure, or to make up any shortfall in income. However, the Council should seek to maintain the balance at this level, increased by RPI each year, and replenish any monies that are drawn down.

5.2.9 The HRA follows the same Risk Management process as all Service Areas across the Council, including the on-going review and maintenance of risk registers.

5.2.10 Specific causes of reductions to income or increased expenditure should continue to be managed by the Service Area as part of managing risks within the Service Risk Register. The Housing & Assets Service Area Risk Registers are brought to Finance and Audit Scrutiny Committee every two years.

6 Conclusion/Reasons for the Recommendation

6.1.1 It is recommended the review of the Housing Revenue Account Budgets and Rent revisions are approved to enable the budgets to be revised accordingly.

Background papers:

HRA Business Plan presented to Cabinet on the 9th December 2021

Housing Revenue Account (HRA) Budget 2020/21 and Housing presented to Cabinet on 11th February 2021

Supporting documents:

Appendix 1 HRA Rent Setting Report - Rent Summary
Appendix 2 HRA Rent Setting Report – Rent Comparison
Appendix 3 HRA Budgets 2022/23
Appendix 4 Heating, Lighting, Water, Misc Recharges 2022/23

Report Information Sheet

Please complete and submit to Democratic Services with draft report

Committee/Date	10 February 2022
Title of report	Housing Revenue Account (HRA) Budget 2022/23 and Housing Rents Setting Report

Consultations undertaken		
Consultee *required	**Date**	**Details of consultation /comments received**
Ward Member(s)		
Portfolio Holder WDC & SDC *	27/01/2022	Councillor Jan Matecki
Financial Services *	27/01/2022	Victoria Bamber & Andrew Rollins
Legal Services *		
Other Services		
Chief Executive(s)	27/01/2022	Chris Elliot
Head of Service(s)	27/01/2022	Lisa Barker
Section 151 Officer	27/01/2022	Mike Snow

Monitoring Officer		
CMT (WDC)	27/01/2022	Andy Jones, Chris Elliot
Leadership Co-ordination Group (WDC)		
Other organisations		
Final decision by this Committee or rec to another Ctte/Council?		Recommendation to :Cabinet / Council ……………………………Committee
Contrary to Policy/Budget framework		No/Yes
Does this report contain exempt info/Confidential? If so, which paragraph(s)?		No/Yes, Paragraphs :
Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?		No/Yes, Forward Plan item – scheduled for …………………..…… (date)
Accessibility Checked?		File/Info/Inspect Document/Check Accessibility